

**DIVISION OF MENTAL HEALTH SERVICES**  
**Notice of Request for Proposal**  
**Emergency Psychiatric Screening Service for the**  
**Geographic Area of Warren County**

**Take notice** that, in compliance with N.J.S.A. 52:14-34.4 and 34.6, the Division of Mental Health Services (DMHS) hereby announces a Request for Proposal (RF).

**Type of Service Solicited:** Emergency psychiatric screening service for the geographic area of Warren County.

**Purpose:** The purpose of this RFP is to solicit proposals from qualified bidders for the provision of screening services in the geographic area of Warren County consistent with N.J.S.A. 30:4-27.1 et seq. and the philosophy of wellness and recovery.

**Amount of funding available:** A maximum annualized amount of \$882,725 is available for the current screening service award.

The objective of this proposal is to identify a provider to be designated as an emergency psychiatric screening service. This requires on and off site screening services and crisis stabilization services for all of the geographic area of Warren County, 24 hours a day, 365 days per year. The purpose of the screening center, consistent with N.J.S.A. 30:4-27.1 et seq. and the regulations, is to provide clinical assessment and crisis stabilization in an appropriate setting; provide referral, linkage and mobile screening services; screen individuals so that only those who meet the standard for involuntary commitment are committed to inpatient settings; provide training and technical assistance concerning psychiatric emergencies to other social service and mental health providers in Warren County and coordinate a system review and monitoring of the effectiveness and appropriateness of screening and mobile outreach services.

The further objective is to ensure that the screening services are provided consistent with the principles of wellness and recovery which emphasize a service that is responsive and driven by consumer and family concerns and priorities. Additionally, the delivery of the screening services would, consistent with the recommendations of the 2005 Report from the Task Force on Mental Health commissioned by Acting Governor Richard Codey, emphasize increased outreach efforts, availability of hospital diversion, respite services and follow-up services post psychiatric emergency screening.

**Organizations that may apply:** In order to be eligible for consideration for this Request For Proposal, applicants who do not currently contract with the Division must also include the following: (1) organizational history; (2) documentation of incorporation status; (3) overview of agency/facility's services; (4) most recent agency/facility audit; (5) listing of current board of directors; (6) documentation that agency meets qualifying requirements for DHS program contract; and (7) current agency licensure/accreditation status.

Applicants who currently contract with Division must submit a document certifying that DMHS already has the most currently information for items 1 through 7 above on file or otherwise must provide current information.

The applicant must currently meet or be able to meet, the terms and conditions of the Department of Human Services contracting rules and regulations as set forth in the Standard Language Document, the Contract Reimbursement Manual (CRM) and the Contract Policy and Information Manual (CPIM).

Applicants may contact the Division of Mental Health Services Contract Unit at (609) 777-0628 with general questions about the requirements in these manuals.

**Qualifications needed by an applicant to be considered:** Applicants must demonstrate a history of providing quality psychiatric crisis intervention services, detail best practice approaches in screening services and articulate an understanding of wellness and recovery principles as it relates to the delivery of screening services described in N.J.A.C. 10:31.

Applicants must also describe and comprehensively outline how the proposed services will be delivered, accessed and successfully coordinated with the mental health system (inpatient and community based services) throughout Warren County. Finally, the applicant must provide a specific timeframe for phase-in and full implementation of all components of the screening services operation based on a July 1, 2008 award date, showing key activities, milestones and responsible staff. The services must be fully operational no later than September 1, 2008.

Proposals must be feasible within budgetary parameters and should include a proposed means to evaluate the program's effectiveness.

**Procedure to apply:** Effective March 17, 2008 eligible and interested organizations may obtain a Request for Proposal by contacting:

Valerie Larosiliere, Assistant Director  
Department of Human Services  
Division of Mental Health Services  
100 Hamilton Plaza, Box 4  
Paterson, New Jersey 07505

**NO LATER THAN APRIL 14, 2008 at 4:00 p.m.:**

**Twelve hard copies of the applications must be mailed or hand-delivered to:**

Valerie Larosiliere, Assistant Director  
Department of Human Services  
Division of Mental Health Services  
100 Hamilton Plaza, Box 4  
Paterson, New Jersey 07505

Additionally eight copies are to be mailed or hand delivered to the Warren County Mental Health Administrator:

Warren County Mental Health Board  
Cumming Building  
202 Mansfield Street  
Belvidere, NJ 07823  
Attn: Shannon Brennan, Mental Health Administrator

**Deadline by which all applications must be submitted:** Applications must be submitted to the Division of Mental Health Services by 4:00 P.M., April 14, 2008. No fax or electronic submissions will be accepted.

Please note that proposals not physically received within the above timeframe will not be considered.

**Date by which applicants will be notified of acceptance or rejection.** Final approval and notice of awards will occur by 4:00 P.M., June 13, 2008.